



The Town of Sunset Beach

700 Sunset Blvd North ♦ Sunset Beach ♦ NC ♦ 28468

Phone (910) 579-0075 or (910) 579-0068 ♦ Fax (910) 579-1840

BUILDING INSPECTIONS POLICY

- Refer to the building permit number when making an inspection request. Call a day ahead of time before 12:00 pm for a next day inspection.
- Inspections will be completed the next day after being scheduled. Contractors will be notified by the Inspections Department if an inspection will not be done.
- A re-inspection fee of \$75.00 will be charged when an inspection fails for the same violation on the second trip out.

CHECKLIST BELOW IS FOR YOUR USE; DOCUMENTS TO BE SUBMITTED BEFORE FINAL INSPECTIONS:

If the project is not located in a flood zone:

- ☐ Piling depth letter if applicable.
- ☐ Termite treatment verification.
- ☐ Final As Built Survey to include all new development on the lot.
- ☐ Certification Letter for lift or elevator.
- ☐ Engineer letter for stormwater installation if applicable.
- ☐ Brunswick County approval for the installation of a septic system in area's still on septic system.

If the project is located in a flood zone:

- ☐ Piling depth letter.
- ☐ Termite treatment verification.
- ☐ ***Building Under Construction Elevation Certificate required 7 days after the establishment of the first floor.***
- ☐ Certification Letter for lift or elevator.
- ☐ Final As Built Survey to include all new development on the lot.
- ☐ Engineer letter for stormwater installation if applicable.
- ☐ Finished Construction Elevation Certificate.
- ☐ Final V Zone Certification (if property is located in a V Zone).
- ☐ Brunswick County approval for the installation of a septic system in area's still on septic system.